

	<b>State of South Carolina</b>  Request for Quote Amendment 1	Solicitation Number:	5400002272
		Date Issued:	9/17/2010
		Procurement Officer:	James C. Jackson
		Phone:	803-898-3482
		E-Mail Address:	jacksojc@dhec.sc.gov
		Fax Number:	(803) 898-3505

**DESCRIPTION:** Contract to provide complete and efficient janitorial and lawn care services for Woodruff Health Department, 1 Gregory St, Woodruff, SC, Chesnee Health Department, 210 Hampton Rd, Chesnee, SC, and Inman Health Department, 6 Howard St, Inman, SC,

**USING GOVERNMENTAL UNIT:** Statewide Term Contract

*The Term "Offer" Means Your "Bid" or "Proposal". Unless submitted on-line, your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.*

**SUBMIT YOUR OFFER ON-LINE AT THE FOLLOWING URL:** <http://www.procurement.sc.gov>

**SUBMIT OFFER BY (Opening Date/Time):** 10/01/2010 14:30:00 (See "Deadline For Submission Of Offer" provision)

**QUESTIONS MUST BE RECEIVED BY:** (See "Questions From Offerors" provision)

**NUMBER OF COPIES TO BE SUBMITTED:** 1 (Online Preferred)

<b>CONFERENCE TYPE:</b> Not Applicable <b>DATE &amp; TIME:</b> (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)	<b>LOCATION:</b> Not Applicable
---	---------------------------------

<b>AWARD &amp; AMENDMENTS</b>	Award will be posted on 10/04/2010. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <a href="http://www.procurement.sc.gov">http://www.procurement.sc.gov</a>
-------------------------------	--

Unless submitted on-line, you must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

<b>NAME OF OFFEROR</b> (full legal name of business submitting the offer)		Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
<b>AUTHORIZED SIGNATURE</b> (Person must be authorized to submit binding offer to contract on behalf of Offeror.)		<b>TAXPAYER IDENTIFICATION NO.</b> (See "Taxpayer Identification Number" provision)
<b>TITLE</b> (business title of person signing above)		<b>STATE VENDOR NO.</b> (Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a> )
<b>PRINTED NAME</b> (printed name of person signing above)	<b>DATE SIGNED</b>	<b>STATE OF INCORPORATION</b> (If you are a corporation, identify the state of incorporation.)

<b>OFFEROR'S TYPE OF ENTITY:</b> (Check one) (See "Signing Your Offer" provision.)		
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other _____
<input type="checkbox"/> Corporate entity (not tax-exempt)	<input type="checkbox"/> Corporation (tax-exempt)	<input type="checkbox"/> Government entity (federal, state, or local)

## **Amendment One**

### **Page 3**

#### **DELETE THE FOLLOWING FORM THE SOLITION:**

##### **AMENDMENTS TO SOLICITATION (DHEC – FEB 2007)**

- (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <http://www.scdhec.gov/procurement/>
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment.
- (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

#### **ADD THE FOLLOWING TO THE SOLICITATION:**

##### **ON-LINE BIDDING INSTRUCTIONS (NOV 2007)**

(a) Mandatory Registration: **For on-line bidding, you must register before you can submit an offer! See instructions in clause entitled "VENDOR REGISTRATION MANDATORY".**

(b) Steps for On-Line Bidding:

#1 The link provided on the solicitation's Cover Page will take you to our web based on-line bidding system, where you will enter and/or upload your offer.

#2 Follow the general user instructions posted at [www.procurement.sc.gov](http://www.procurement.sc.gov) under the heading "Submitting Offers On-Line".

[02-2B105-1]

### **IMPORTANT INFORMATION FOR ALL OFFERORS**

All Offerors desiring to respond to this solicitation should register and submit your response online. To respond online, you must follow the new South Carolina Enterprise Information System (SCEIS) vendor registration instructions found at the South Carolina Procurement Information Center website address of: <http://www.procurement.sc.gov/>. Even if you are registered in the old procurement system, you must still register or update your information in the new SCEIS system. Once the registration process is complete, the system will generate a new SCEIS vendor userid and password. The Offeror must keep this information current or you will not be able to submit future bids.

#### **OFFERORS ENCOUNTERING REGISTRATION PROBLEMS SHOULD CONTACT:**

DSIT Help Desk (803) 896-0001 Select Option 1 then Option 1

Monday – Friday 8:00 AM – 4:30 PM

Other vendor instructions found at <http://www.procurement.sc.gov/> include:

- Vendor Registration Guide
- Help Desk Information
- How do I Respond to A Solicitation - Word Document

- How do I Respond to A Solicitation - Interactive Document
- How do I Respond to A Bid with Complex Pricing Line Items
- How do I Respond to A Bid with Complex Pricing – Price Scale

### Offeror Verification of Submitted Responses

After submitting an online response to a solicitation, Offeror may validate their submission with the following steps:

1. Go back to the initial screen
2. Select Start by clicking the Start button'

**Page 4**

3. Bid Submitted will appear in the Bid Status Column as seen below

### Process Bids

Find Bid Invitations and Auctions

Number of Document	Name	Status	Processed by Me
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Extended Search](#)

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number.

**Search Results: 32 hits**

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
<a href="#">5400000603</a>	Testing follow-on documents	Invitation For Bid	06/26/2008 16:00:00	Follow-on Document Created		
<a href="#">5400000602</a>	Printers	Invitation For Bid	06/27/2008 17:00:00	Bid submitted		

You may want to print this page for your records.